

Notice of Vacancy

OFFICE OF THE MUNICIPAL COUNCILLORS Bansberia Municipality

Employment Notice: NULM-1/2015

Dated: 09.11.2016

Applications are invited from Indian Citizens for recruitment to the below mentioned posts under NULM scheme of Bansberia Municipality:-

Sl. No.	Name of Post	Qualification / Experience / Remuneration
1.	Manager - Social Development & Infrastructure.	<p>a) No. of posts - One.</p> <p>b) Educational Qualification : Bachelors Degree in Social Science preferably in Social Work/ Sociology/Economics/ Management. Persons proficient with MS Office; strong analytical skills;. Persons should be fluent in English and Bengali.</p> <p>c) Experience: 2-3 years practical experience of working in Social Development work with poverty reduction programmes. experience of working with government institutions will be given preference.</p> <p>d) Other Qualifications: Be very familiar with the laws and procedures of the Indian municipal environment.</p>

Terms and Conditions are noted below -

1. The Upper Age Limit of the above posts will be 40 years as on 01.04.2014
2. Contractual monthly remuneration for the post will be Rs. 50,000/- (Rupees Fifty Thousand) only with each engagement period of maximum two years after a time along with the provision of subsequent renewal on completion of one year based on satisfactory performance appraisal along with enhancement.
3. Candidates must furnish the self-attested photo copies of all testimonials and certificates issued by the competent authority along with application.
4. Candidates should apply in the prescribed Application Form to be downloaded from the Website in A4 size paper.
5. Candidates should enclose self-attested photocopy of I the age proof certificate with the application.
6. Mode of selection will be Written Examination + Interview. Schedule of examination will be intimated in due time.
7. Candidates presently working in any Government Institution will have to produce an NOC from concerned authority.
8. Applications along with Bio-data, self-attested xerox copies of testimonials in support of Qualification, Date of Birth, Experience etc., two recent passport size colour photograph addressed to the Chairperson, Bansberia Municipality, Rudra Main Road, P.O. - Bansberia, Dist. - Hooghly, 712502 may be submitted to this municipal office either by hand or by post during office hours on all working days.
9. Last date for receiving applications - within **4.00 p.m.** on or before **29.11.2016** No applications received after the schedule date and time will be entertained. The municipality will not be liable for any postal delay.
10. No. TA / DA for Examination or Interview are admissible. For more information logon to www.bansberiamunicipality.org

Encl : 1 Copy of Employment Notice.

1 Copy of Application Format.

Chairperson

 Bansberia Municipality
Chairperson

Bansberia Municipality

7) Contact Details:

i) Mobile:

ii) Residence:

iii) E-mail id:

8) Academic Qualification:

SL. No.	School / Board / univ. / Inst.	Degree / Diploma	Year of Passing	Duration	Percentage of marks obtained

9) Additional Qualification(If any):

10) Present Occupation (If any):

a. Designation.....

b. Name & Address of Employer / Organization.....

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11) Experience :

Sl. No	Name of the Organization	Name of the Post	Experience		Whether the job is permanent /contractual	Nature of Work Done	Experience certificate Enclosed (Y/N)
			Year	Month			

12) Language Known:

Language	Reading	Writing	Speaking

13) Check List of Documents (Put Tick mark in the Box):

Sl. No.	Document	Y/N	No. Of documents enclosed (Photocopies)
1	Proof of age		
2	Proof of academic qualification		
3	Proof working experience		
4	Copies of recent passport Size photographs		
5	No objection from present employer		

Declaration: I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary documents in original whenever required.

If any information/details found to be incorrect/false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my engagement likely to be terminated.

Date:

Place:

.....
Full Signature of the Candidate

ADMIT CARD
(for written examination only)
TO BE FILLED IN BY THE CANDIDATE

Name of the post :-

1) Name:-

2) Father's/Husband's Name:-

3) Postal Address:

4) Date of Birth:



Note: - Bring all original certificates in support of Age, Educational Qualification, working experience & NOC from concern Authority if present working any organization.

Signature of the Candidate

TO BE FILLED IN BY THE APPLICATION RECEIVING AUTHORITY

ROLL NO.

Name of the Examination / Interview Centre With complete address :

Date of Examination / Interview and time :

Reporting time at the Centre :

Signature of the Executive Officer